



Federal Labor Relations Authority

Vacancy Announcement

Announcement No: FLRA 06-04

Position Title: **Lead Attorney Advisor (Labor)**
Pay Plan, Series and Grade: GS-905-14
Salary Range: \$91,407 - \$118,828
(Salaries include 2006 locality rate for the Washington DC area.)

Opening Date: March 10, 2006
Closing Date: March 31, 2006

Position Information: Full-Time Permanent, Non-Bargaining Unit
Type of Appointment: Excepted Service
Promotion Potential: None
Number of Vacancies: One
Duty Station: Office of the Chairman
Washington, DC

Who May Apply: All Qualified Current Federal Employees

Travel and relocation Expenses:

Travel, transportation, and relocation expenses will not be paid by the agency. Any travel, transportation, and relocation associated with reporting for duty in this position will be the responsibility of the selected candidate

Conditions of Employment:

U.S. Citizenship

Additional Info:

The FLRA headquarters office is conveniently located one block north of the McPherson Square subway station in Washington, DC. Metrobus and a number of commuter buses are also nearby. Numerous eateries, shops, theaters, and historical sites are within walking distance. Excellent employee benefits.

Major Duties:

The incumbent serves as a senior staff attorney in the Office of the Chairman and reports to the Chief Counsel to the Authority Chairman. As lead attorney, the incumbent assigns new cases to staff attorneys and reviews draft decisions and issues memoranda staff attorneys prepare in connection with the resolutions of negotiability, arbitration, unfair labor practice, and representation cases arising under the Federal Service Labor-Management Relations Statute, 5 U.S.C. § 7101 *et seq.* prior to forwarding the to the Chief Counsel. The incumbent is the lead attorney for the "short-form" committee, which determines whether a case before the Authority can be issued expeditiously in the short-form format. The incumbent works with staff attorneys in processing cases from the initial stages of case preparation and discussion through issuance of final decision by planning and conducting staff meetings with staff attorneys; assisting in the development and implementation of office case-related goals and objectives consistent with agency-wide goals; and ensuring timely completion of staff attorneys' assignments, by maintaining a tracking system with established suspense dates for each defined step in the case processing system. Provides internal or external training sessions on Federal labor matters, as appropriate.

Qualifications Required:

Experience

Applicants must possess one year of specialized experience equivalent to the GS-13 level.

Specialized experience may have been gained while employed in a professional legal position in the Federal, state, or local government or the Private sector, including legal law firms or nongovernmental

organizations. Employment or labor law-related experience includes not only Federal labor relations law, such as experience with FLRA, MSPB, EEOC, or OSC; but includes legal experience such as arguing cases before Federal courts in employment law or appearing before other employment law-related administrative agencies, as well as nongovernmental organizations.

AND

Education

You must:

1. have graduated from a law school accredited by the American Bar Association; and
2. possess either a J.D. or an LL.B. degree; and
3. possess an active bar membership *in good standing* which permits the practice before the highest court of a state or territory in the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

Knowledge, Skills, and Abilities (KSA's):

You must address each of the KSAs listed below in writing, as an attachment to your application. When describing your knowledge, skills, and abilities, please give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Demonstrated knowledge of or experience working with labor and employment-related laws and regulations. Describe the types of cases with which you have been involved and your role with the case (e.g., providing advice to clients; actual representation before an arbitrator, administrative law judge, or adjudicatory panel; drafting exceptions, briefs, or decisions; etc.).
2. Demonstrated knowledge of or experience working with Federal administrative laws and regulations. Describe the types of cases or issues with which you have been involved and your role with the case or issue.
3. Demonstrated experience effectively organizing, reviewing, leading, and coordinating the work of others.
4. Demonstrated experience in developing and delivering written and oral presentations, including instructing or training.

Failure to respond to the above listed KSAs in writing, as an attachment to your application, will result in your application being considered incomplete and excluded from further consideration.

Application Rating Process:

Your written responses to the KSA's will be used to determine if you are among the best qualified. The applications of the highest ranked candidates will be sent to the selecting official for selection consideration.

How To Apply For This Position:

Please refer to the attached Checklist to ensure your application package is complete. Your application package must include:

- Resume, or equivalent (see checklist)
- Written responses to the KSAs
- A copy of your most recent SF-50, Notification of Personnel Action, reflecting grade, title, series, annual pay, and current Competitive or Excepted Service Status
- Your most recent performance appraisal
- One writing sample reflecting your own legal analysis – not work edited or rewritten by another

Interested applicants must submit their resume with the information described on the attached "Application/Resume Checklist," so that the information is received at the following address by 5:00 p.m. Eastern Standard Time on the closing date of the announcement:

Mail: Federal Labor Relations Authority, Human Resources Division, 1400 K Street, NW, 4th Floor, Washington, DC 20005.

Email: resumes@flra.gov

Fax: (202) 343-1006

To request a copy of this announcement, call the Job Line at (202) 218-7974 or (877) 303-8945. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>. **There is a statutory prohibition against using Government-franked envelopes to mail applications. Applications received in such envelopes will not be considered.**

If additional information is required, please contact Ms. Nicho Clark-Pruett, Human Resources Specialist at (202) 218-7979.

Special Remarks:

- Selectee may be required to complete a trial/probationary period as a member of the excepted service.
- Please submit completed OPM Form 1386B, Applicant Race and National Origin Questionnaire with your resume. (This is optional and not a requirement.)
- Failure to submit all required documents and information requested by the closing date of this announcement will result in your application not being considered.
- Materials submitted, as a part of your application will not be returned. Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder
- Receipt of application will not be acknowledged, and candidates may not be notified of the outcome of their consideration until the selection process is complete. Applicants may call the point of contact on this vacancy announcement to inquire about their application. An announcement will be placed on the agency web page once selection is made.
- If you are applying for a position and you are a person with a disability and need reasonable accommodation for any part of the application or hiring process, please notify the Agency at 202-218-7979. The decision whether to grant reasonable accommodation will be made on a case-by-case basis. Proof of eligibility for special consideration is required.
- Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, gender, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.
- Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not previously done so, using an application form such as the OF-612.
- If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.
- Privacy Act Notice (PL93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Agency Mission:

The Federal Labor Relations Authority (FLRA) is a small independent agency of approximately 200 employees responsible for administering the labor-management relations program for non-postal Federal employees worldwide. The FLRA organizational structure includes: the Authority, the Office of the General Counsel, and the Federal Service Impasses Panel. For additional FLRA information, please visit our website at: www.flra.gov.

Employee Programs and Benefits:

Depending upon the position, the FLRA offers a variety of benefits, including flexible work schedules; opportunities to attend skills enhancing and skills-maintenance training; and monetary and non-monetary awards. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. All employees are paid by electronic funds deposit.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employees Retirement System permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee.

APPLICATION/RESUME CHECKLIST

***To ensure full and proper consideration, your application/resume must contain the following information.
Failure to submit this information may result in non-consideration for the position.***

Job Information

- C Vacancy number, position title and grades(s)

Personal Information

- C Full name, mailing address (with zip code), phone numbers (with area code)
- C Social Security Number
- C Country of citizenship
- C Veterans' preference
- C Reinstatement eligibility, if any
- C Title and series of highest Federal civilian job held, if any

Education

- C High school (name, city, state and zip code); date of diploma or GED
- C Colleges or universities (name, city, state, and zip code); Majors
- C Type and year of degrees received (if no degree, show semester/quarter hours).
- C Transcripts - only if applying for entry level Attorney, Law Clerk, or Outstanding Scholar positions.

Work Experience

- C Title (include specific dates held, number of hours worked per week and, if Federal job, reflect series and grade)
- C Duties
- C Employer's name and address
- C Supervisor's name and phone number
- C Starting and ending dates (month, day, and year)
- C Number of hours worked per week and beginning and ending salary for each experience
- C Indicate if we may contact current supervisor

Veterans' Preference DD-214

Preference does not apply.

Other Qualifications

- C Training (title, hours, year)
- C Special skills (e.g., computer software/hardware, typing speed, etc.)
- C Current certificates and licenses (e.g., Bar membership; CPA)
- C Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking).

Knowledge, Skills, and Abilities Responses

You **MUST** address the listed factors on a separate sheet of paper and attach it to your application.

Performance Appraisal

You **MUST** submit a copy of most recent performance appraisal.

SF-50, Notification of Personnel Action

You **MUST** submit a copy of most recent SF-50, Notification of Personnel Action, reflecting grade, title, series, annual pay, and current Competitive or Excepted Service Status.

Writing Sample

You **MUST** submit one writing sample reflecting your own legal analysis – not work edited or rewritten by another.

Background Questionnaire (Optional)

You are requested to complete the attached OPM Form 1386B, Applicant Race and National Origin Questionnaire.

U.S. Office of Personnel Management
APPLICANT RACE AND NATIONAL ORIGIN QUESTIONNAIRE
 * For use when applying to agencies based on scholastic achievement
 * Please complete items 1 through 7

Form approved:
 O.M.B. 3206-0095

1) Name (Last, First, Middle Initial)	2) Date (Month, Day, Year)	3) Social Security Number (SSN)
4) Title of Position to Which Applying	5) Grade of Position	6) Location of Position

IMPORTANT INFORMATION

The United States District Court for the District of Columbia, in a Decree approved in a lawsuit entitled Luevano v. Newman, Civil Action No. 79-0271, has ordered that Federal Government agencies provide data on the race and national origin of applicants for certain Federal occupations. The position for which you are applying is one of those occupations.

You are requested to complete this form. The data you supply will be used for statistical analysis pursuant to the requirements of the lawsuit. Submission of this information is voluntary. Your failure to do so will have no effect on the processing of your application for Federal employment.

This form is authorized for use by the Office of Personnel Management ONLY for the purposes of complying with the requirements of the Luevano v. Newman Decree.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 (November 22, 1943) for the orderly administration of personnel records. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

Public burden reporting for this collection of information is estimated to take approximately 8 minutes per response, including time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0095), Washington, D.C. 20503.

RACE AND/OR NATIONAL ORIGIN

- 7) The categories below provide descriptions of race and national origins. Read the Definition of Category descriptions and check the box next to the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. **NOTE: Please mark only one box!**

Name of Category	Definition of Category
<input type="checkbox"/> A. American Indian or Alaska Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
<input type="checkbox"/> B. Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.
<input type="checkbox"/> C. Black, not of Hispanic Origin	A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
<input type="checkbox"/> D. Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.
<input type="checkbox"/> E. White, not of Hispanic Origin	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
<input type="checkbox"/> F. Other	A person included in another category.

FOR AGENCY USE ONLY

Series	OPM Zone (see reverse)	Category	Comments
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OPM Form 1386B (1-90)